



Permit #F00159831

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00159831

Type of Permit: FILMING

Release Date: 12/12/2019

Production Company NEW YORK FILM ACADEMY LTD - STUDENTS

Insured Company Name NEW YORK FILM ACADEMY LTD - STUDENTS

Contact Phone No. 1 818-333-3558

Contact Phone No. 2 212-674-4300

Fax

Address 3300 W. RIVERSIDE DR
BURBANK, California 91505

Production Title AN UNFORGETTABLE THING

Type of Production Student

Producer Dongzhe Cai

Director Dongzhe Cai

1st AD Dongzhe Cai

Production Manager Dongzhe Cai

FilmL.A. Coordinator Ramona Jones

Location Manager Dongzhe Cai

Primary Phone Mobile - 424-362-8164

Secondary Phone

Location Assistant Dongzhe Cai

Primary Phone Mobile - 424-362-8164

Secondary Phone

Fees

FILMLA NON-REFUNDABLE STUDENT PERMIT FEE \$26.00
SIMPLE

Total Permit Fee \$26.00

Number of Locations 1



Summary Information

Location

Location 1 of 1

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Production Company NEW YORK FILM ACADEMY LTD - ST...
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Production Title AN UNFORGETTABLE THING

Location Manager Dongzhe Cai
Primary Phone Mobile - 424-362-8164
Secondary Phone

Location Address 4646 Natick Ave, Los Angeles, CA, 91403**Location Type** Apartment Building**Film Dates** 12/13/2019 - 12/14/2019 13:00 - 22:00 2 days**Open or Closed to the Public** Closed

Generic Conditions **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**

All vehicles must be parked on private property
 Must Maintain 5' Clearance on Sidewalks/Walkways
 Must maintain local/emergency access
 No cast or crew parking on area streets
 No interference with vehicular or pedestrian traffic
 No Parking in handicap spaces at anytime.
 No stopping and setting up in residential areas before 7am or after 10pm without prior approval
 No stopping or setting up in front of merchants or residents without prior approval

Please see attached documents NYFA-AN UNFORGETTABLE THING-STUDENT LETTER.pdf
 NYFA - 'Unforgettable Thing'- 4646 Natick Av.pdf

Equipment on Location	Type	Quantity	Personnel on Location	Type	Quantity
	Cast/Crew vehicles	1		Cast	2
				Crew	6
				Spot	1
				Check	

Filming Activities Interior Dialogue; Filming in unit#204; All activity to take place on private property. ;**Jurisdiction Political:** Los Angeles City - Council District 04**Police:** Los Angeles Police Department**Fire:** Los Angeles City**Thomas Guide Page:** 561**Grid:** J4**Approvals** LOS ANGELES CITY POLICE DEPARTMENT

Melissa Hernandez

Coordinator Note No cabling in hallways, stairwells or corridors.**Coordinator Note** Must keep Hallways, Stairwells, Corridors and Common areas clear of camera & equipment at all times.**Coordinator Note** Spot check ok'd by Insp. Hudson on 12/12.

Parking **Base Camp**
 Location Type : Filming Location

Crew Parking
 Location Type : Filming Location

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

December 3, 2019

d.cai@student.nyfa.edu

To FILMLA

Please allow this letter to serve as verification that **Dongzhe Cai** is a student in good standing at the New York Film Academy in MFA Filmmaking Program. They will be shooting a student film on the dates of **December 13-14, 2019**. This student project "**An Unforgettable Thing**" will not be used for commercial purposes, but to fulfill program requirements.

If you have any further questions, do not hesitate to contact me at the number listed below.

Best Regards,



Luis Valencia

New York Film Academy
Production Services Advisor
818-330-6133
luis.valencia@nyfa.edu

NOTICE OF STUDENT FILMING

Permit #F00159831

We, the student filmmakers named below on this form, are planning to film a student production in your neighborhood. We are applying for all necessary permits and agree to maintain all legally-required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all County or City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you in advance for your hospitality and cooperation while we are filming on your street.

When filming on-location in the County or City of Los Angeles, advance notice must be provided to all residents, merchants and/or businesses within a 500 foot radius of the filming location. Exceptional filming activities, such as simulated gunfire, may require us to notify a wider area.

We will be filming scenes for the following production/project.

PROJECT TITLE	An Unforgettable Thing					
FILMING ADDRESS	4646 Natick Ave, #204, Sherman Oaks, CA 91403					
DATE(S)	12/13/2019, 12/14/2019					
HOURS	FROM	12:00	AM / PM	TO	9:00	AM / PM

Description of scenes & parking:

Ericca will stop a ghost to protect her unborn baby.

The vehicle will park on (private) property only.

**** ALL CAST, CREW AND PERSONAL VEHICLES WILL PARK ON (PRIVATE) PROPERTY ONLY ****

If you have any questions and/or concerns regarding this production, please contact us using the information provided below.

Dongzhe Cai	424-362-8164
Name of Primary Student Contact	Daytime Phone #
New York Film Academy/Jeff Hare	818-333-3558
Name of School/Class Administrator	Daytime Phone #

You may also contact FilmL.A., the City/County's official film permit coordinator at (213) 977-8600, 24 hours per day, 7 days per week, for assistance.